

# HHS

## *Faculty Handbook*



2024-2025

# WELCOME TO THE HILL

The view is always better from the top!



## VISION & MISSION

### Vision

Huntington High School will prepare students to be **H**ired, continue with **H**igher education, or to **S**erve their community or country.

### Mission

Huntington High School, in collaboration with our families and community, will set high expectations for each student in HTOWN by:

- Providing tiered systems of support
- Cultivating relevant learning opportunities both inside and outside of the classroom
- Assisting in the development of critical thinking and effective communication
- Establishing lifelong team players on and off The Hill

Gooooooooo Highlanders!



# ADMINISTRATION

**JOEDY CUNNINGHAM - PRINCIPAL**

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**ROBERT ARCHER - ASSOCIATE PRINCIPAL**

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# COUNSELING DEPARTMENT

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# 2024-2025 Academic Calendar

## July

4 - Independence Day

## August

7, 8 - Curriculum Development for Staff  
9 - Curriculum Development & Faculty Senate for Staff  
12, 13 - Professional Learning for Staff  
**14 - First Day for Students**

## September

2 - Labor Day- No School

## October

14 - Outside Environment Day  
22 - Parent/Teacher Meeting Day & Faculty Senate - No School for Students

## November

5 - Election Day - No School  
11 - Veterans Day - No School  
25, 26, 27, 29 - Out of Calendar Days - No School  
28 - Thanksgiving - No School

## December

20- Faculty Senate - Two Hour Early Release for Students  
23, 24, 26, 27, 30, 31- Out of Calendar Days - No School  
25- Christmas Day - No School

## January

1 - New Years Day - No School  
2 - Curriculum Development for Staff - No School for Students  
3 - Professional Learning for Staff - No School for Students  
**6 - Students Return**  
20 - Martin Luther King Jr. Day - No School

## February

10 - Outside Environment Day  
11 - Professional Learning & Faculty Senate - No School for Students

## March

24-28 - Spring Break- No School

## April

18 - Faculty Senate - Two Hour Early Release for Students

## May

26 - Memorial Day - No School  
27 - Prep Day & Faculty Senate - No School for Students  
28, 29, 30 - Outside Environment Days

## June

2 - Outside Environment Day  
20 - WV Day

## January

Su	M	Tu	W	Th	F	Sa
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30	31	

## February

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9			12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23						29
30	31					

## April

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May

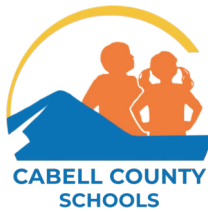
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25						31

## June

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4





# 2024-2025

## CALENDAR HIGHLIGHTS

**FIRST DAY  
OF SCHOOL**

August  
**14**

**OPEN  
HOUSE**

High School 8/8  
Middle School 8/12  
Elementary 8/13  
4:00-6:00pm



**LAST DAY  
OF SCHOOL**

Pending use  
of OSE days

May  
**23**

May  
**30**

## HOLIDAYS & BREAKS

**FALL BREAK**

Nov 25-29



**WINTER BREAK**

Dec 21-Jan 5



**SPRING BREAK**

Mar 24-28



## FIRST SEMESTER

FIRST GRADING  
PERIOD

Aug 14 to  
Oct 8

SECOND GRADING  
PERIOD

Oct 9 to  
Dec 20

## SECOND SEMESTER

THIRD GRADING  
PERIOD

Jan 6 to  
Mar 12

FOURTH GRADING  
PERIOD

Mar 13 to  
May 23

## NO SCHOOL FOR STUDENTS

**Sept 2 \***

LABOR DAY

**Nov 11 \***

VETERANS DAY

**Feb 11**

Teacher Work Day

**Oct 22**

Parent/Teacher Meetings

**Jan 2 & 3**

**May 26 \***

MEMORIAL DAY

**Nov 5 \***

Election Day

**Jan 20 \***

MLK JR DAY

\* Schools/Offices Closed

## OSE DAYS

(NO SCHOOL UNLESS NEEDED TO  
MAKE UP FOR MISSED TIME)

Oct 14

May 29

Feb 10

May 30

May 28

June 2

## 2 HOUR EARLY RELEASE

Dec 20

Apr 18

## GRADUATIONS



CMHS May 22



HHS May 23



# Inclement Weather Codes

## CODE GREEN

Teachers, aides, and cooks report on a ONE-HOUR Delay.

Transportation Department, building administrators, school secretaries, custodians, Maintenance Department, and Central Office staff report at REGULAR TIME.

## CODE ORANGE

Students work remotely.

Administrators, custodians, and maintenance employees report at REGULAR TIME.

All other staff members may work remotely if desired.

School personnel must be available by email or phone for student questions.

Assignments must be posted to Schoology by time specified by Cabell County Schools.



## CODE RED

- Teachers DO NOT report.
- The following employees REPORT to work (Reporting times in parenthesis):
- 261 day administrators\* (TWO-HOUR DELAY)
- Building principals\* (TWO-HOUR DELAY)
- Maintenance workers\* (REGULAR TIME)
- Bus mechanics\* (REGULAR TIME)
- Head custodians\* (7:00 AM)
- The following employees report only following the use of the sixth OSE Day (for Code Red or Code Blue):
- 261-day secretaries, accountants, auditors\*\* (TWO-HOUR DELAY)
- 240-day employees\*\* (Custodians 7:00 AM; All others TWO-HOUR DELAY)

Employees not on the list will not report on any Code Red Day. However, if the district utilizes all six OSE Days, employees who have a contract in excess of 200 days will have their ending date extended by one day for each Code Red Day utilized beyond the six allocated days. These days are required to complete the duration of an employee's contract in excess of 200 days. Following each day beyond the six scheduled OSE Days, employees will receive an updated work schedule with a revised last day of work.

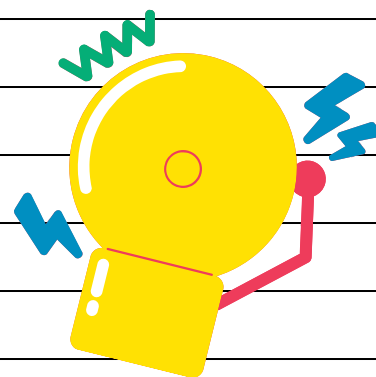
## Employee Absence Procedures

- Access the TSSI System (substitute call-out) immediately when you realize you will be absent. You can do this through the county website (<https://www.cabellschools.com/domain/133>) or by calling (304) 521-2425.
- Make certain you leave instructions for your substitute to check the Main Office for your substitute folder.
- If you MUST call the system after 6:30 am., call or text Rob Archer. If you do not receive a response, contact Joedy Cunningham until you make contact. We ask that you do this because rarely do we get substitutes after this time in the morning, especially when several employees have called in an absence. This allows us time to plan for coverage for your classes.
- Always make sure your substitute folder is updated in the Main Office. Make it a habit to check it after your return from an absence or each 9 weeks, whichever is more frequent.



# HHS Bell Schedule 2024-2025

Class	Start	End	Comments
Arrival	6:35	7:15	First 15 buses – students report to the gym Remaining buses – students report to the cafeteria
Arrival	7:15	7:35	Students report to for breakfast. Can only access A section to D section restrooms. Closed hallways from D section back. Teachers will help monitor these areas (refer to duty schedule)
PLC	7:20	7:45	Teachers will report to their designated PLC location
Coverage	7:35	7:50	Freshman Academy Coverage Team
Transition to 1st	7:35	7:45	Students will report to 1st mod TARDY BELL 7:45
1st Mod	7:45	8:42	57 minutes (including 4 minutes for announcements)
2nd Mod	8:49	9:42	53 minutes
3rd Mod	9:49	10:42	53 minutes
Lunch A	10:42	11:12	30 minutes
4th Mod B	10:49	11:42	53 minutes
Lunch B	11:42	12:12	30 minutes
4th Mod A	11:19	12:12	53 minutes
5th Mod	12:19	1:12	53 minutes
6th Mod	1:19	2:12	53 minutes
7th Mod	2:19	3:12	53 minutes



## Lunch Section Assignments

4A Lunch Schedule – Section C- hallway including rooms: B135, B136, B137, B138, B139, B140, B155; Section D and Section E. Students with classes in these sections go to first lunch (Lunch A ), then 4th period afterwards (4th Mod A).

4B Lunch Schedule – Section A, B (music wing), F, and G. Students in these sections go to 4th period (4th Mod B) first and then to second lunch (Lunch B).



# PLC COVERAGE

## MONDAY PLC Coverage (Math & Art)

Teachers attending PLC	Room #	Covering
Brianna Hurd	A110	Zach Freeman
Marisa Main	A109	
Shannon Stewart	A114	Randy Snyder
Leslee Smith	A115	
Amy McCloud	F103	Chelsae Damron
Caroline Kinder	F105	
Moe Alouf	F122	Stephanie Jude
Diane Frazier	F106A	
Jameson Smith	F137	Beth Ann Joyce
Marcus Stone	F136	
Bailey Arkell	F135	Eric Canady
Lisa Speakes	F134	
Ghada Hamad	F133	Hannah Scarbro
Justin Cox	F132	Abby Bryant
Wes Gnatuk	F131	Brianna Priestley
Shannon Marshall	F112	PLANNING
Tyler Call		
Joseph Crowe		
Kyle Gwinn		
Rachel Alexandropolous		

## Tuesday PLC Coverage (English & World Language)

Teachers attending PLC	Room #	Covering
Amy McElroy	E133	Kyle Gwinn
Lisa Williams	E134	
Marisa Dillon	E114	Hannah Scarbro
Kayla Dyer	E113	
Chris Hughes	E110	Zach Freeman
Cade Elkins	E109	
Amy Cunningham	E106	Brianna Priestley
Jade Emmons	E105	
Amy Nolte	E135	Abby Bryant
Trevor Lewis	E136	Eric Canady
Holly Litteral	E139	Randy Snyder
Heather Reed	E141	Tyler Call
Melanie Hughes	E108	Joe Crowe
Beth Ann Joyce	E124	PLANNING
Stephanie Jude	E122	PLANNING
Chelsae Damron	E140	PLANNING

## Wednesday PLC Coverage (CTE & Health/PE/Drivers Ed)

Teachers attending PLC	Room #	Covering
Jason Holmes	C103	Joe Crowe
Andrew Demoss	C102	
Nicole Masey	A133A	Randy Snyder
Mike Masey	A133B	
Nicole Downey	Gym	Brianna Priestley
Dustin Cremeans	Gym	
Mendi Clark	B139	Abby Bryant
Aimee Lynch	C109	Beth Ann Joyce
Carla Burr	C113	Zach Freeman
Shawna Francis	C118	Hannah Scarbro
Drivers Ed	B136	Kyle Gwinn
Alicea Lewis	B135	Stephanie Jude
Chris Muth	B155	Eric Canady
T.J. Cisco	B158	Tyler Call
Myra Ross	E123	Chelsae Damron
Justin Ross	B140	PLANNING
Tennile Coakley		Afternoon only

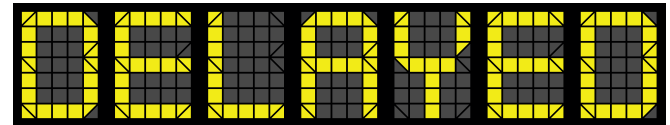
## Thursday Social Studies & Special Ed

Teachers attending PLC	Room #	Covering
Lillian Sergeant	D160	Tyler Call
Courtenay Johnson	D158	
Amanda Vaughan	D157	Chelsae Damron
Steve Freeman	D156	
Kelly Kauffer	D120	Kyle Gwinn
David Williams	D119	
Jason Smith	D117	
Amanda Carinelli		Abby Bryant
Emma Thomas	E122	Michelle Carter
Amanda Hogsett	G122	Eric Canady
Cassie Rucker	E125	Stephanie Jude
TBD (Katie Foster)	G103	Beth Ann Joyce
Staci Long	F118	Hannah Scarbro
Rene Thomas-Browning	E132	Joe Crowe
Brianna Priestley	D151	PLANNING
Randy Snyder	D161	PLANNING
Zach Freeman	D116	PLANNING



### Friday PLC Coverage (Science & Music)

Teachers attending PLC	Room #	Covering
Ellen Johnson	G102	Stephanie Jude
Carmen Dial	G129	
Charles Maynard	G127	Joe Crowe
Isaac McKown	G121	
Rebecca Adkins	B105	Brianna Priestley
Vera Miller (Go to B105)	B111	
Ron King	G119	Kyle Gwinn
Robert St. Clair	G118	
Derek Fry	G117	Beth Ann Joyce
Willie Wilson	G116	
Derek Ellis	B120	Zach Freeman
Brian Dunfee (2nd sem only)	B119	
Ashley Jimison	F140	Tyler Call
Susan Dunfee	B138	Randy Snyder
Karen Mauro	G106	Chelsae Damron
Hannah Scarbro	G102	PLANNING
Abby Bryant	G104	PLANNING
Eric Canady		PLANNING



## 2-Hour Delay Bell Schedule 2024-2025

Class	Start	End	Comments
Arrival	8:35	9:15	First 15 buses – students report to the gym Remaining Buses – students report to the cafeteria
Breakfast	9:15	9:35	Breakfast
Transition to 1st Mod	9:35	9:45	Student will report to 1st mod <b>Tardy bell 9:45</b>
1st Mod	9:45	10:23	36 Minutes
2nd Mod	10:30	11:06	36 Minutes
3rd Mod	11:13	11:49	36 Minutes
4th Mod B	11:56	12:32	36 Minutes
Lunch A	11:49	12:19	30 Minutes
4th Mod A	12:26	1:02	36 Minutes
Lunch B	12:32	1:02	30 Minutes
5th Mod	1:09	1:45	36 Minutes
6th Mod	1:52	2:28	36 Minutes
7th Mod	2:35	3:12	37 Minutes

## 2-hour Early Release Bell Schedule 2024-2025

Class	Start	End	Comments
Arrival	6:35	7:15	First 15 buses – students report to the gym Remaining Buses – students report to the cafeteria
Breakfast	7:15	7:35	Breakfast
Transition to 1st Mod	7:35	7:45	Student will report to 1st mod <b>Tardy bell 7:45</b>
1st Mod	7:45	8:22	37 Minutes
2nd Mod	8:29	9:05	36 Minutes
3rd Mod	9:12	9:48	36 Minutes
5th Mod	9:55	10:31	36 Minutes
4th Mod B	10:38	11:14	36 Minutes
Lunch A	10:31	11:01	30 Minutes
4th Mod A	11:08	11:44	36 Minutes
Lunch B	11:14	11:44	30 Minutes
6th Mod	11:51	12:27	36 Minutes
7th Mod	12:34	1:12	38 Minutes

## 3-Hour Early Release Bell Schedule 2024-2025

**NEW!**

Class	Start	End	Comments
Arrival	6:35	7:15	First 15 buses – students report to the gym Remaining Buses – students report to the cafeteria
Breakfast	7:15	7:35	Breakfast
Transition to 1st Mod	7:35	7:45	Student will report to 1st mod <b>Tardy bell 7:45</b>
1st Mod	7:45	8:12	27 Minutes
2nd Mod	8:19	8:46	27 Minutes
3rd Mod	8:53	9:20	27 Minutes
5th Mod	9:27	9:54	27 Minutes
6th Mod	10:01	10:28	27 Minutes
7th Mod	10:35	11:02	27 Minutes
4th Mod B	11:09	11:42	33 Minutes
Lunch A	11:02	11:32	30 Minutes
4th Mod A	11:39	12:12	33 Minutes
Lunch B	11:42	12:12	30 Minutes

# Career Center Bell Schedule

## (Block) Monday-Thursday

Class	Start	End	
	7:15		Teachers report
Tool Time	7:50	8:05	Grab and go breakfast
1st Block (01/02)	8:05	9:35	
2ND Block (03/04 )	9:37	11:07	Half-day students leave for home high school
Lunch	11:07	11:42	
3rd Block (05/06)	11:44	1:14	
4th Block (06/07)	1:16	2:46	Students dismissed
	2:46	3:15	Staff meetings, planning time, academy team meetings, contact parents, leadership team meeting, operational team meeting, etc.
		3:15	Staff dismissed



## (Periods) Friday

Class	Start	End	Student Schedule		
	7:15		Teachers Report		
Tool Time	7:50	8:05	Grab and go breakfast		
1st Period	8:05	8:50	01-02	M W	Announcements and Pledge
2nd Period	8:51	9:36	01-02	T R	
3rd Period	9:37	10:22	03-04	M W	
4th Period	10:23	11:07	03-04	T R	Half-day students leave for home HS
Lunch	11:07	11:42			
5th Period	11:44	12:29	05-06	M W	
6th Period	12:30	1:15	05-06	T R	
7th Period	1:16	2:01	07-08	M W	
8th Period	2:02	2:46	07-08	T R	Students dismissed
	2:46	3:15	Staff meetings, planning time, academy team meetings, contact parents, leadership team meetings, operational team meetings, etc.		
		3:15	Staff dismissed		

Students who attend all-day or A.M. only at the Cabell County Career and Technical Center will board the bus to the Career Center in the Bus Loop outside the Main Office at 7:30 a.m.

Students who attend P.M. only at the CCCTC will board the bus at 11:25 a.m..

# TEACHER EXPECTATIONS- INSTRUCTIONAL

- Classroom doors closed and locked at all times and in the event of a lockdown, night locks should be used.
- Implement H-TOWN expectations in classroom.
- Actively monitor the halls and restrooms during class changes.
- Teachers on planning need to do a restroom and hall sweep in their department hallway when the tardy bell rings.
- Lesson plans are current and complete.
- Lesson plans are to be created at least 3 days in advance.
- Teachers will have a copy of lesson plans available on their desk or administrator will have digital access for the entire school year.
- All teachers must distribute a course syllabus during the first week of each course (virtually or hard copy). The syllabus must include the teacher's expectations and procedures for grading, include the late work policy. The parent/guardian contact sheet must be handed out to students to be signed by a guardian and returned.
- School Employees are to work from 7:15-3:15 in the building.
- Learning Targets are posted in the classroom; engaging strategies should be utilized.
- Teachers use data to drive their instruction.
- Promote full engagement bell to bell.
- Check e-mail and mailbox daily.
- Teachers are responsible for submitting accurate attendance for each mod by the end of that mod.; Teachers should enter both absences and tardies by the end of each class period.
- Uphold the school-wide cell phone policy.
- Follow expectations outlined in staff matrix.
- Actively participate in Professional Learning Community.
- Co-teachers are active in classroom instruction.
- If a substitute is in the classroom in place of the general education teacher, the co-teacher should take over the classroom instruction for the period.
- Teachers who cover teacher-for-teacher assignments will follow the substitute lesson plans and actively instruct the students.
- Technology in the classroom is to be used by all.
- Every classroom teacher has rules and procedures in place to set the tone for positive student engagement.
- Teachers will have a substitute folder on file in the main office that includes:
  - Current bell schedule
  - Teacher schedule (including duties)
  - Emergency lesson plans
  - Health plans (if applicable)
  - Evacuation/Drill procedures
  - Any other necessary information
  - Rosters (if not included in the folder should be easily accessible in the classroom)
  - 9th Grade Academy should have a guest code for Digital Rewards or a paper copy to record daily points
- Adhere to all school, county, and state policies that are not listed.



*you are*  
**AMAZING**

# STAFF EXPECTATIONS- PROFESSIONALISM

- Staff dress is expected to be professional and appropriate for their job assignment.
- Staff should exhibit and model pride in personal appearance.
- Staff are expected to be neat, physically clean, and well-groomed.
- Staff are expected to conduct themselves professionally in all situations and in all interactions (in-person and digital) with students, families, and other staff members.
- Staff leaving The Hill for any reason during instructional time before 3:15 p.m. must notify an administrator.
- Staff will report any issues (broken equipment/room fixes) that need to be addressed to William Seals (Buildings and Grounds principal) via email.
- Staff will make good faith effort to implement and follow school initiatives.

## Hallway Sweeps

Teachers will walk the corridor, check bathrooms and stairwells during their planning period. Teachers will sweep their area of the school nearest to their classroom. Once the hallways are cleared of students you are finished.

## Hall Passes

No student is to be out of class without a hall pass assigned by their current classroom teacher on the appropriate hall pass paper. Only one student per hall pass. The time the student is leaving class must be noted on the hall pass.

Students are not to be out the **first 10 minutes or last 10 minutes of class**.

Students **are not permitted to take their cell phone out when leaving class** unless they are leaving for the day.

If a you see student is in the hall with their cell phone during class time they should receive a discipline referral and may have their phone confiscated.

Students going to the bathroom should use the bathroom closest to their classroom in the hallway of their current class. Using bathrooms outside of student's current class hallway will result in a discipline referral. (example: Student is in a science classroom in the G hallway, they should use the G bathroom. If a student is in the D hallway they should not use the G bathroom.)

## Taking Attendance

It is required by law for every teacher to take attendance each mod. It is critical that we have the most up to date records for our students at HHS. Even if a student is absent for several weeks, you must continue to record their absence each day for each mod. It is your responsibility to reach out to our attendance interventionist, Mrs. Akers, to inform her that a student has been absent for multiple, consecutive days. If the student is not present in your classroom, for any reason, please mark them absent.

## Skiping Class

Skiping class is defined as a student not going to assigned class/activity.

**If a student is more than 15 minutes late to class, they should be written up for skipping and counted absent.**



## "Start on Time"/Tardy to Class

Tardy at Huntington High is defined as not being inside the classroom ready to work before the bell rings. Being late to class is disruptive to the educational process.

Classroom teachers should record each student's attendance and tardies. Once the student reaches eight (8) total tardies, they will be called in and given appropriate discipline. It is important for teachers to consistently take attendance and tardies in every class every day. It is not fair to students that some are counted absent/tardy and some are not especially when discipline, activity and incentive eligibility are based on tardies and absences.

### **Uphold the Student Dress Code**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example: dresses, leggings, or shorts) and shoes.
- There must be non see-through fabric covering breasts, genitals, midriff, and buttocks.
- Undergarments must be covered
- Shorts/Skirts should have at least a 5 inch inseam.
- Clothing must be suitable for all scheduled classroom activities. Specialized courses may require specialized attire.
- With the exception of religious or medical reasons, students' face and head should not be covered. No hats are to be worn inside HHS. Hoods should be down at all times while inside.
- All clothing should project a positive appearance. You may not wear clothing that promotes alcohol, tobacco, drugs, firearms/ammunition, or carry indecent, obscene, racially degrading, or sexually suggestive messages.
- Chain accessories are not allowed at school. Any clothing or accessory that is considered a disturbance to the overall function of the school is not to be worn.
- No imagery of the Confederate Flag, gangs, or hate-groups allowed.
- Blankets, flags, and/or capes are not allowed.

**Teachers should write up a student in WVEIS if they are violating any of these dress code policies. After you write up the student, please e-mail or call the appropriate administrator for that grade.**

### **Student Participation in events:**

**80% overall attendance**(cumulative for the year)

is required to participate/attend extra-curricular events or activities (athletic events, school plays, dances, etc.). Including both **Homecoming and Prom** dances. **This includes both excused and unexcused absences**, but not exempt.

In order to be eligible to attend

#### **Homecoming:**

Students must have 3 or fewer Level I and/or Level II discipline referrals

Any Level III/ IV violations will automatically exclude students from this event.

Have 8 or less total absences (excused and unexcused combined)

#### **Prom:**

8 or fewer Level I or Level II discipline referrals before Prom.


Any Level III/ IV violations will automatically exclude students from this event.

Have 30 or less total absences (excused and unexcused combined)

**Attendance and behavior are cumulative for the entire school year.**

# GRADING PROCEDURES

Grade cards are distributed at the end of each 9-week grading period. There will also be a mid-term report provided to each student. If a student is not present to pick up grade card, return the grade card to counselors' secretary after two days.

	Grading Scale	
	Letter Grade	Percentage Range
	A	90-100%
	B	80-89%
	C	70-79%
	D	60-69%
	F	0-59%

## Number of Grades

- Sufficient grades shall be given each grading period so as to be a fair assessment of student achievement. Otherwise, the minimum number of grades acceptable will be nine academic progress grades per grading term. In other words, there should be at least one grade entered per week.
- There must be sufficient grades so that no one grade is a determining factor.
- Larger projects will be broken down incrementally to provide several grades.
- A student's grades should be comprised of a variety of different products that serve to demonstrate the student's mastery of the skills and concepts taught.

## In grading, teachers must:

- Enter at least one grade per week in Schoology.
- Ensure that the procedures used in assigning grades or marks to students' work are explicit, clear, and as objective as possible.
- Ensure that personal opinions and unconscious biases do not influence grading practices. Rubrics can help avoid biases.
- Base grading policies and practices on criteria that may be perceived to be just, equitable, and without prejudice.
- Be sensitive to situations that could be potentially embarrassing to students.
- Recognize that grades or marks that serve to inform, particularly when accompanied by specific suggestions for improvement, have far greater educational value than those that diminish students' sense of self-worth or reduce their self-confidence.
- Award a grade comparable to the quantity and quality of the work completed.

## Homework

Homework is integral to learning in many courses. Homework must be meaningful, reviewed in class, and weighted appropriately into a student's grade.

## Homework may be assigned with the following in mind:

- When the guided practice from the classroom cannot be finished during the class period.
- When homework is assigned, an appropriate amount of homework should be preceded by guided practice.
- When the assignment is likely to benefit most students in the class, not a mindless repetition of an already mastered skill or a skill the student does not comprehend.
- When it is a larger project that is completed both in the classroom and at home.
- When the assignment is for the purpose of building upon prior knowledge.

If homework is assigned, students must be given adequate instruction to complete the assignment.

Homework should be based on the needs of the students. In other words, students who have already demonstrated mastery of a skill or concept may not need homework.

## Make-up Work

Upon returning to school, a student who has been absent from class is entitled to one day per day missed to make up work missed (**up to 10 consecutive days**). Once that time has expired, the teacher may, at the most, reduce the student's grade on each missing assignment by a 5% reduction for each day it is late.

For example, if the student were absent on Monday, they would not be required to turn in an assignment given on Monday and due on Tuesday; instead they would be required to turn in the assignment on Wednesday. If the student turned the assignment in on Thursday, they could receive no more than a 5% reduction on the assignment.

Teachers have the option to be more lenient as circumstances warrant.

If makeup work is requested prior to missing school and/or during a suspension, then the work is due on the day the student returns to class.

## Late work

Late work is work that was assigned with an associated due date but is turned in by the student past the date and time it is due. Late work is work that was assigned when the student was present or with their knowledge; for example, a student who knew about the assignment, but was excused for a school-based trip the day the assignment is due or a student who was present in class but did not participate.

- Teachers are expected to provide additional time for completion of assignments at mastery based on individual student needs and/or extenuating circumstances.
- Late work shall be accepted up to five calendar days past the due date, but not beyond the end of the grading period, regardless of student attendance.
- The teacher may provide an alternative assignment in lieu of missed class work (i.e. an experiment, notes on a documentary, etc.)
- Excused/exempted absences due to an approved school function will not incur a grade penalty.
- A teacher may implement no more than a five-percent (5%) reduction in the grade of the late assignment per school day.
- Teachers are expected to be cognizant and empathetic to valid extenuating circumstances on the part of the student
- Honors, Advanced Placement (AP), and Dual Credit late-work acceptance is up to the discretion of the instructor per assignment or syllabus.

## Zero

A zero(0%) can be devastating to a student's efforts to eventually pass a course.

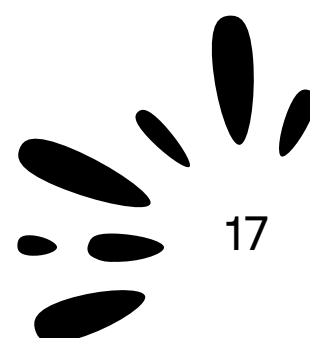
A zero (0%) implies that a student did absolutely nothing in the course.

A zero (0%) may also be assigned as a result of plagiarism, cheating or academic dishonesty, or failure to turn in an assignment.

## Grades as Punishment

Grades cannot be used as a punitive measure. Failure to follow specific instructions that are not pertinent to the student's demonstration of content knowledge cannot result in a significant reduction in the student's grade on an assignment or test. For example, lowering a student's grade by one letter grade for not writing their name at the top of the paper could be perceived as a significant reduction in the student's grade. Other examples may include the following:

- Not putting their complete name on a paper
- Putting their name in the wrong location
- Printing instead of cursive writing
- Neglecting to dot —"i's" and cross "t's"
- Using a black pen instead of a blue one





## Schoology

Cabell County Schools has invested in Schoology to provide parents with ready access to their child's progress in school and as a means of communicating what is happening in the classroom and school. All teachers are expected to use Schoology as directed by their principal.

## Rubric or Checklist for Larger Projects

Larger projects should be accompanied by a rubric or checklist so that students understand the quality of work required and expected. Ready-made rubrics are available at [www.rubrics.com](http://www.rubrics.com); [www.rubistar.4teachers.org](http://www.rubistar.4teachers.org); [www.rubrics4teachers.com](http://www.rubrics4teachers.com).

## Final Exam Policy\* (subject to change)

All\* students are required to take final exams through Cabell County Board Policy. Finals will only be given on their scheduled days. The final exam is worth 15% of the semester grade, as mandated by Board policy. Therefore, if a student skips the final exam, the student's semester grade is lowered by 15%. Students may not complete their final exam early (i.e. travel plans) without permission from Principal or Associate Principal.

Classes which have end of course exams (i.e. Dual Credit Exams or AP Exams) may use those tests instead of a final exam for the semester in which the exam is given. If there is not a standard exam given first semester, then a final exam should be given.

Final exams may also be exempted for CTE students, in the semester that they are completing their program.

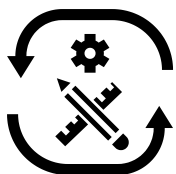
A student's final exam score will count as is, if the student has 4 or more nonexempt absences. If a student has 3 or fewer nonexempt absences, the final will only count if they score a 59% or below. The teacher will use either the final grade or an average of the two 9 weeks – whichever works to the benefit of the student's average.

\*Any Junior that attains the HHS required score on their School Day SAT in English will be exempt from their English final. Any Junior that attains the HHS required score on their School Day SAT in Math will be exempt from their Math final. Any junior that attains the HHS required score in both English and Math they will be exempt for finals in ALL classes.

## Campus Visitors

- No outside guests, including former students, will be allowed to visit during school hours. This interrupts classes and disrupts the educational process.
- Outside speakers during class time should be approved through administration in advance.
- No faculty member can allow a student to leave campus for any reason without administrator approval.
- All guests are required to check-in at an Office.
- Students CANNOT order through DoorDash or other delivery services.





# Credit Recovery Options at Huntington High

Our high school's Recovery School model is meant to give students a second chance, tied to responsibility on the student's part. Huntington High is proud to offer activity buses for students staying after school. Three buses will be available for students to ride home. While the bus may not take the student directly to their home, the bus will take the student to a general location near their home. Buses depart from HHS at 5:45 p.m.

## Embedded Recovery

The Huntington High School embedded recovery program takes place during the school day. This recovery program is an online Edgenuity format and is facilitated by a Huntington High School teacher. Only the teacher of the student's recovery period or Graduation Coach may unlock Edgenuity exams.

## Requirements/Procedures

Students must have failed at least one semester of a course.

Students may attempt to recover multiple credits during their embedded recovery period.

Students must master the post-tests and the end-of-course test to receive credit for the course.

While students may work on tutorials at another location, all tests must be unlocked and taken in front of a Huntington High School teacher to be credited.

Once the student has mastered the content in the course, the recovery teacher issues a credit recovery form, the Associate Principal verifies then provides it to the Counselor of Record for transcription.

## Huntington High Evening School

Huntington High offers Evening School for those students who need to recover credits or who want to work ahead to earn credits. ONLY core courses (except Forensic Science) are offered during Evening School.

Students MUST register for Evening School with the Evening School Principal (Mr. Cunningham), who will assign courses. The after school recovery teacher will monitor progress.



Students can recover a half-credit (per 9 weeks) or a full credit per semester.

Students must attend four days a week from approximately 3:20p.m.-5:20 p.m.

No student currently enrolled in a class can take the same Evening School class.

## Back-on-Track

Students may recover credit for the previous 9 weeks (except 4th 9 weeks) for a Core Course in after-school recovery. It is the responsibility of the student to complete the Back on Track form, receive a signature from parent/guardian, and return it to their classroom teacher. The classroom teacher will prepare a packet of work to send to the after school/Back on Track teacher. It is also the student's responsibility to check with their teacher to ensure understanding and confirmation of packet completion.

The student will attend Back-on-Track to complete the packet according to the course being recovered; Back-on-Track lasts for one hour daily, Monday-Thursday. Students must attend the after-school program to complete Back on Track. Once report cards are distributed, the student will have ten school days to return the Back-on-Track form to their teacher.

Participation in Back on Track can only raise the student's grade to a 60% if the core teacher determines that the student has met competency for the work completed.

To eligible for the Back on Track program, the student must pass the current 9 weeks grading period.

## After School Activity Bus

Huntington High is proud to offer activity buses for students staying after school. Three buses will be available for students to ride home. While the bus may not take the student directly to their home, the bus will take the student to a general location near their home. Buses depart from HHS at 5:45 p.m.

## Out of County/State Field Trip Procedures

The following is a set of guidelines to be followed by schools planning field trips out of county or out of state:

1. All field trips must be academically valid and approved by the Principal with the field trip form.
2. Parental permission forms must be obtained for each student individually and include parent contact information, medical insurance information and permission to obtain medical treatment.
3. Arrangements must be made prior to the trip to have qualified guides to provide information at children's level.
4. Educational trips must be completed in one day and preferably within the regular school hours. They should be limited to 150-mile radius.
5. Safety must be the top priority on any trip.
6. School staff must accompany the students.
7. The cost of the trip must be a primary consideration. Trips should be affordable with EVERY student having an opportunity to participate.
8. Transportation should be by school bus or public carrier with great emphasis placed on insurance coverage.



## Financial Procedures

### Money Collections

All monies collected from school activities must be remitted daily to the school bookkeeper, or the Principal. In situations where money is collected after normal school hours or on weekends, the funds are to be remitted the following school day. The total amount of money remitted to the principal or designee must be reconciled to the individual teacher's cash receipt located in the shared folder on the desktop.

The Teacher's Cash Receipts form must reflect the student's name, amount being collected, date of collection, whether the collection was by cash or check, and the purpose for the collection. A signed copy of the list must be provided to Finance Secretary or the Principal at the time the collections are remitted.

- DO NOT CASH CHECKS FOR ANYONE OUT OF ANY MONEY.
- DO NOT TAKE CASH FROM THE MONEY COLLECTED TO PURCHASE SUPPLIES OR PAY SOMEONE FOR SERVICES.
- ALL PROCEEDS FROM SCHOOL-SPONSORED EVENTS MUST BE DEPOSITED INTACT INTO THE SCHOOL ACCOUNT.

### Fundraisers

All fundraisers must have approval from Principal, in writing, at least one week prior to the beginning of any event. This request should be in the form of a Fundraiser Request form, found in the cubicle in front of Bookkeeper's office. Signed requests are to be turned into the bookkeeper, at least one week BEFORE the fundraising event. You must complete a requisition for merchandise that will be purchased PRIOR to conducting any sales. If you do not have the exact dollar amount, you must to a blanket/open purchase order. You must have a purchase order number to purchase any merchandise or products. Purchase orders require three school days to process.

All proceeds from fundraisers conducted by a school are to be receipted and deposited intact into one of the school's depository accounts, along with the teacher cash receipt listing. Merchandise purchased for resale is to be purchased by check issued for that purpose only. The purchase invoices are to be retained as supporting documentation for disbursements. A profit and loss statement must be prepared within one week after the event and given to Bookkeeper for each fundraising activity conducted by a school that shows gross proceeds, cost of goods sold, and net proceeds. This form can be found on the Board website.

Consumer sales tax will be withheld and paid to the State of West Virginia as required by state law.

### Requisitions/Purchase Orders

All purchases of materials, equipment, supplies and services are made through a pre-numbered purchase order approved in writing by the principal BEFORE the purchase is made.

You must complete a purchase requisition signed by the Principal and wait for a purchase order to be completed before you order anything. Do not order/purchase any supplies without a purchase order. No reimbursement will be made. Reimbursements, other than the \$300.00 Faculty Senate money, are against Board of Education policy. If you order without a purchase order, the responsibility of the payment will be yours. A blank purchase requisition form can be found on the Board website. Purchase orders take a minimum of three school days to process.

All monies received by a school are considered quasi-public funds and are to be expended for the benefit of the students at the school. Items for which quasi-public funds shall not be expended include: flowers, gifts, banquets, or service awards for school employees. Huntington High has a separate fund for these items—see secretary in the Main Office for more information.

### Packing Lists

The Bookkeeper must have documentation that any orders have been received prior to making payment for those orders.

Please submit your packing slip, signed and dated to the Bookkeeper upon receipt of any orders. If a packing slip was not included in your order, you may check the items off your requisitions, mark received, sign and date it.

#### Reimbursement for Travel Expenses/Meal Money

Schools may reimburse employees for all reasonable and necessary travel expenses incurred in the performance of their official duties upon presentation of an itemized statement signed by the employee and approved by the principal. Such reimbursements, however, are subject to the policies, procedures, and limitations prescribed by the Board of Education. A link to the County Travel Reimbursement forms can be found [here](#).

If funds are paid to students in order that they may pay their own expenses, each student signature is to be obtained as verification of receipt of the funds. If payment is made directly to a vendor, such as to a motel or restaurant, a purchase order is required before travel, and receipts must be obtained to support disbursement.

If cash is needed for a trip, it is to be provided by check made payable to the staff member in charge of the trip. "Meal Money" is to be requested at least three school days before the trip. Upon returning from the trip, any remaining cash is to be deposited into the school's depository account.

Receipts are required upon return for all expenditures. The receipt and cash returned must balance to the total of the check written.

### Faculty Senate

Faculty Senates are to control the funds allocated to each school from the legislative appropriations of almost \$400 per full-time, certified, professional or funds donated to the faculty senate. County boards are required to distribute the faculty senate funds received.

Of the total allocation received by each faculty senate, \$300 is to be allocated to each full-time, certified professional employee for expenditure during the instructional year for academic materials, supplies, and/or equipment which will assist them in providing instruction. This includes expenditures for programs and materials that, in the opinion of the teacher, enhance student behavior, increase academic achievement, improve self-esteem, and/or address the problems of students at-risk.

The faculty senate will vote, at the beginning of the school year, on how to spend the allocated money. Employees, as described above, will use ClassWallet for faculty senate funds.

When seeking reimbursement use ClassWallet

When seeking access to the funds via Purchase Orders, follow instruction as stated in "Requisitions/Purchase Orders" section after speaking to Bookkeeper.

Faculty senate funds are to be expended only for academic materials, supplies, or equipment in accordance with a budget approved by faculty senate.

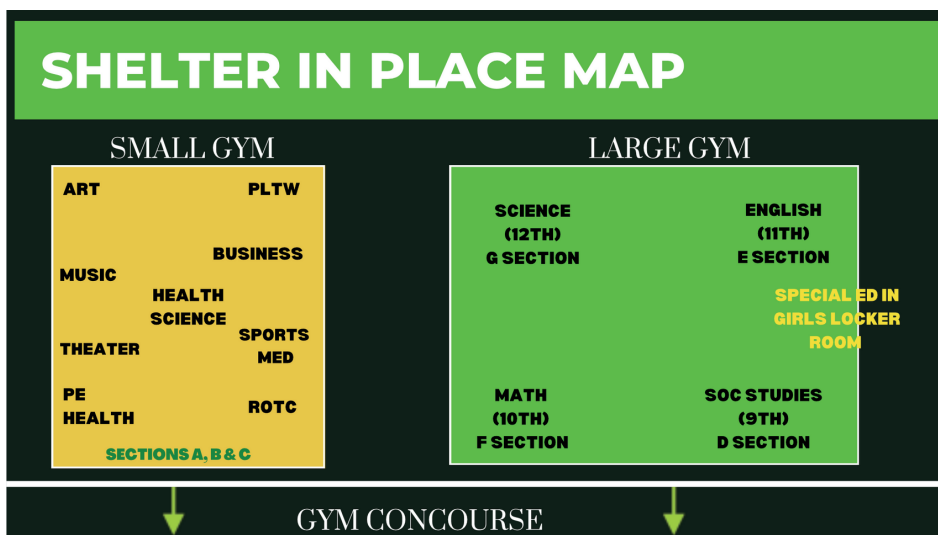
If the amount allotted to each classroom teacher, counselor and librarian is not expended during the instructional year, it is to be returned to the faculty senate.

## Shelter-in-Place Procedures

- If necessary, shelter-in-place will be announced over the intercom. Materials will be made available for sealing of the doors from the small gym storage room. A principal will turn off the Air Intake via a button in the Executive Conference Room.
- All classes and personnel that are located in Sections D, E, F, & G will report to the large gym. All classes and personnel that are located in Sections A, B, & C will report to the small gym. We will walk down in shifts, beginning with Sections G & E; A, B, & C; and then F & D.

**See map below for where each section should report within the gym.**

- Teachers need to take roll to ensure all students are in the gyms.
- All outside doors will be sealed in both gyms, ROTC rooms, the exterior doors in the ROTC rooms, the outside exit in the ROTC hallway, and the locker room/wrestling room exterior exits.
  - ROTC Room & Exterior Exit: ROTC Instructors
  - Small Gym Exterior Exits: Art Department
  - Large Gym Exterior Exits: Social Studies Department
  - Locker Room/Wrestling Room Exterior Exits: PE & Health Department
- Assistant Principals and custodians will go to each location above to assist. Any staff members who do not have classes should assist with getting students to the proper locations. Counselors should divide themselves between the gyms to assist.
- Communications will be centered in Mr. Senior's office. Secretaries will handle all incoming phone calls.
- Any medical concerns will be handled by the Health Center staff in the Wrestling Room.



### Lockout

- School building and grounds are secured due to a concern OUTSIDE of the school.
- Classroom instruction continues as normal
- All exterior doors and windows are locked
- Exterior classroom windows should be covered
- Outdoor activities are cancelled

### Lockdown

- School buildings and grounds are secured due to a concern outside of the school
- Classroom instruction continues
- All exterior doors and windows are locked and covered (windows are not to be covered (unless we are in a lockdown drill)).
- Outdoor activities are cancelled.
- No class changes
- No faculty or staff are allowed in the hallways
- Teachers or staff members in close proximity to restrooms need to check for students and secure them in a safe location

### Lockdown Before/After School/In Between classes

- Teachers will check the hallway for students in the immediate vicinity of their classroom.  
 Teachers will instruct students to enter the **closest classroom as quickly as possible.**
- Administration will provide guidance on taking attendance for students that are not listed on the class roster.



## Tornado Drill Instructions- Cabell County Schools

- 1) Announce over intercom that you are going to have a tornado drill.  
-Clarify that this is only a “drill” and not an actual tornado.
- 2) Use a signal such as an announcement or bell to initiate the beginning of Tornado drill.

- 3) Teachers shall position their students along interior hallways or walls that are away from windows or walls of glass. Ideally, the safest location is the lowest possible level.

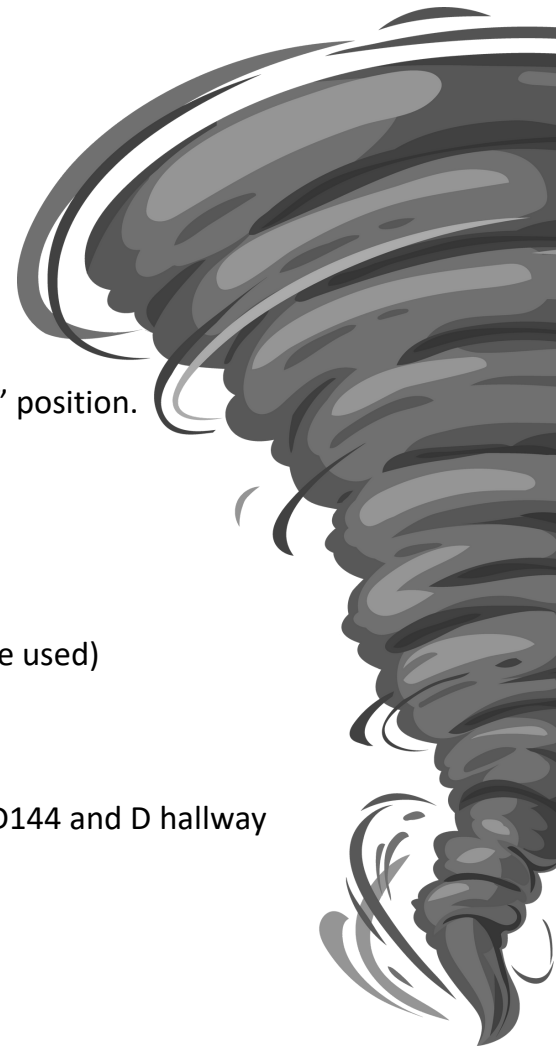
Flying debris is the biggest tornado hazard. Put as many walls between you and tornado as possible.

- 4) Students shall be positioned:
  - Seated on floor, facing wall
  - Minimal spacing between students
  - Criss cross legs
  - Duck and cover head with hands
  - Use additional rows if needed

- 5) End drill once all students are positioned in “duck and cover” position.

### 6) Locations

- G section goes downstairs to E section
- F section goes downstairs to D section
- D section goes out in hallway
- E section goes out in hallway (interior classrooms will be used)
- Art section into prescribed hallway
- Music section into prescribed hallway
- P.E. Classroom & JROTC and PLTW to JROTC Hallway
- B/C Hallway (From Business room to ProStart) goes to D144 and D hallway
- Cooks go into dry storage room
- Custodians go into Custodian breakroom
- Day Care goes to D144 platform
- Secretaries go to hallway closest D/E/JROTC hallway
- Counselors stay in their interior offices



## Barricade/Evacuate

There is an armed/dangerous intruder in the school.

Once administration has informed school via intercom of an intruder inside building, with their location; faculty has the option of **evacuation or barricade**.

Classroom instruction ceases.

If decision to **evacuate** is made, teacher and students make way to rally point-**football field**.

If teacher decides to **barricade**, place barrier on the inside of the classroom doors.

**Install door security device** if available.

All individuals must **go to corner of room**, not visible from doorway.

Classrooms stay barricaded until released by law enforcement.

If a barricaded classroom is breeched:

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

## Fire Drill Procedures

- When the fire alarm sounds, you are to immediately escort your class to the designated area.
- Do not wait to hear if the alarm is a mistake; leave the building immediately.
  - If you do not have a class when the alarm sounds, help the exit procedure by assisting in any way possible as you yourself are exiting.
  - If you are near a restroom, check it quickly to make sure no one is staying in the restroom.
- Follow the appropriate exit route listed on the following page(s) in this handbook.
  - If an exit is blocked, have a 2nd route in mind. We may have drills this year where one or more exits will be blocked.
- When you exit your room, make sure all of the windows are shut, turn off the lights, and shut your classroom door.
- When you reach your designated area, line your class up and immediately take roll.
  - If anyone is unaccounted for, immediately inform the administrator closest to you.
    - Mr. Archer sweeps D-Section and the Student Center.
    - Ms. Ward sweeps sections B & C.
    - Mr. Seals sweeps sections E.
    - Mr. Adkins sweeps section G.
    - Mrs. Davis sweeps section A & B.
    - Ms. Scott sweeps section F.
- Do not reenter the building until you are given an all-clear message by an administrator.





A-104	Right; down hallway; outside B-138 Left; down hallway; into lobby; left; outside
A-105	Right; down hallway; outside.
A-106	Right; outside.
A-109	Right; down hallway; into lobby; outside.
A-110	Right; down hallway; into lobby; outside.
A-114	Right; down hallway; into lobby; outside.
A-115	Right; down hallway; into lobby; outside.
A-117	Gym; exit to lobby; right; outside.
A-118	Aux. Gym; exit to lobby; right; outside.
A-119	Left; down hallway; into lobby; left; outside.
A-120	Left; down hallway; into lobby; left; outside.
A-122	Left; down hallway; into lobby; left; outside.
A-125	Left; down hallway; into lobby; left; outside.
A-126	Left; down hallway; into lobby; left; outside.
A-128	Left; down hallway; into lobby; left; outside.
A-130	
A-133	Left; down hallway; into lobby; left; outside to Soccer Field.
A-133A	Right; down hallway; into lobby; left; outside to Soccer Field.
A-133B	Right; down hallway; into lobby; left; outside to Soccer Field.
All Practice Rooms	Exit nearest exit.
B-101	Left; outside.
B-111	Right; left; right; outside.B-105 Out exit.
B-118	Right; right; outside.
B-119	Out exit.
B-120	Right; right; down hallway; outside.
B-126	Left; down hallway; outside.
B-127	Left; down hallway; outside.
B-128	Right; thru door; left; outside.
B-131	Left; down hallway; thru door; left; outside.
B-133	Left; down hallway; outside.
B-134	Right; down hallway; into lobby; right; outside.
B-135	
B-136	;into lobby; right; outside Right; down hallway

B-137	Right; down hallway; into lobby; right; outside.
B-139	Right; down hallway; into lobby; right; outside.
B-140	Right; down hallway; into lobby; right; outside.
B-142	Left; down hallway; thru door; left; outside.
B-143	Left; down hallway; thru door; left; outside.
B-145	Left; down hallway; into lobby; left; outside.
B-149	Out exit.
B-151	Out exit.
B-155	Out exit.
B-156	Out exit.
B-158	Out exit.
Stage hallway	Exit Stage left; left; down; out
Cafeteria	Cafeteria exits
C-102	Right; Cafeteria hallway; right; outside.
C-103	Right; Cafeteria hallway; right; outside.
C-104	Right; Cafeteria hallway; right; outside.
C-109	Left; Cafeteria hallway; right; outside.
C-112	Into cafeteria; outside.
C-113	Left; Cafeteria hallway; right; outside.
C-118	Left; Cafeteria hallway; right; outside.
C-122	Left; outside.
C-126	Right; Student Center hallway; outside.
Media Center	Right; outside
D-159	Left; down hallway; into Student Center hallway; left; outside
D-.120	Right; right; outside
D-102	Main Lobby; outside.
D-103	Main Lobby; outside.
D-104	Left; out Main Office door; into Main Lobby; outside.
D-108	Right; out Main Office door; into Main Lobby; out.
D-109	Left; down hallway; out Main Office door; into Main Lobby; outside.



D-110	Right; down hallway; out Main Office door; into Main Lobby; out.
D-111	Right; down hallway; into Main Lobby; outside.
D-112	Right; down hallway; out Main Office door; into Main Lobby; outside.
D-113	Right; down hallway; into Main Lobby; outside.
D-115	Right; down hallway; into Main Lobby; outside.
D-116	Right; down hallway; into Main Lobby; outside.
D-117	Right; down hallway; into Main Lobby; outside.
D-119	Right; right; outside.
D-122	Left; left; down hallway; into Main Lobby; outside.
D-123	Right; down hallway; into Student Center hallway; left; outside.
D-124	Left; down hallway; into Main Lobby; outside.
D-133	Left; down hallway; into Main Lobby; outside.
D-144	Left; down hallway; into Main Lobby; outside.
D-150	Right; down hallway; right into Student Center hallway; left; outside.
D151	Right; right; into Student Center hallway; left outside.
D-153	Left; into Student Center hallway; left; outside.
D-156	Left; down hallway; into Student Center hallway; left; outside.
D - 15 7	Left; down hallway; into Student Center hallway; left; outside
D - 15 8	Left; down hallway; into Student Center hallway; left; outside.
D - 16 0	Left; down hallway; into Student Center hallway; left; outside.



D-161	Left; down hallway; into Student Center hallway; left; outside.
D-169	Right; right; down hallway; outside.
D-171	Left; outside.
D-173	Left; outside.
D-175	Right; outside.
D-180	Right; down hallway; outside.
Student Center	Proceed out main doors.
E-102	Right; right; outside
E-105	Left; left; outside.
E-106	Left; down hallway, left; outside.
E-107	Left; down hallway; left; outside.
E-108	Right; down hallway; outside.
E-109	Right; down hallway; outside.
E-110	Right; down hallway; outside.
E-112	Right; outside.
E-113	Left; left; outside.
E-114	Left; left; outside.
E-120	Right; right; down hallway; left; outside.
E-121	Left; down hallway; outside.
E-122	Right; right; down hallway; left; outside.
E-123	Left; down hallway; outside.
E-124	Left; down hallway; left; down hallway; outside.
E-125	Right; down hallway; left; outside.
E-126	Left; down hallway; left; outside.
E-128	Right; right down hallway to Media Center exit; out the door.
E-129	Right; right down hallway to Media Center exit; out the door.



E-130	Exit; out the door.
E-131	Right; down hallway to corner; right down hallway to Media Center exit; out the door
E-132	Right; down hallway to corner; right down hallway to Media Center exit; out the door.
E-133	Left; right; down hallway to corner; right down hallway to Media Center exit; out the door.
E-134.	Across hallway, down hallway to to Media Center exit; out corner; right down hallway
E-135	Right; down hallway to corner; left to corner; right; down hallway to Media Center exit; out the door.
E-136	Right; down hallway to corner; left to corner; right; down hallway to Media Center exit out the door.
E-139	Right; down hallway to corner; left to corner; right; down hallway to Media Center exit; out the door
E-140	out the door.
E-141	Right; down hallway to corner; left to corner; right; down hallway to Media Center exit; out the door
E-142	Right; down hallway to corner; left to corner; right; down hallway to Media Center exit; out the door.
F-103	Right; down hallway to bridge stairwell; down stairs to Main Concourse; left; out the doors.
F-104	Right; down hallway to bridge stairwell; down stairs to Main Concourse; left; out the doors.
F-105	Right; down hallway to bridge stairwell; down stairs to Main Concourse; left; out the doors.
F-106	Right; down hallway to bridge stairwell; down stairs to Main Concourse; left; out the doors.
F-106A	Right; down hallway to bridge stairwell; down stairs to Main Concourse; left; out the doors.
F107	Right; down hallway to bridge stairwell; down stairs to Main Concourse; left; out the doors.

F-109	Right; down hallway past F-stairwell to bridge stairwell; down stairs to Main Concourse; left; out the doors.
F-110	Right; down hallway past F-stairwell to bridge stairwell; down stairs to Main Concourse; left; out the doors.
F-111	Right; down stairwell; out the door (do not go into first floor).
F112	Right; down stairwell; out the door (do not go into first floor).
F-118	Left; down hallway to bridge stairwell; down stairwell to Main Concourse; left; out the doors.
F-119	Across hall; down stairwell; out the door (do not go into first floor).
F-120	Left; down hallway to bridge stairwell; down stairwell to Main Concourse; left; out the doors.
F-121	Right; down hallway; down stairwell; out the door (do not go into first floor).
F-122	Left; down hallway to bridge stairwell; down stairwell to Main Concourse; left; out the doors.
F-123	Right; down hallway; down stairwell; out the door (do not go into first floor).
F-124	Left; down hallway to bridge stairwell; down stairwell to Main Concourse; left; out the doors.
F-128	Right; down stairwell; out the door (do not go into first floor).
F-131	Left; down stairwell; out the door (do not go into first floor).
F-132	Left; down hallway; down stairwell; out the door (do not go into first floor).
F-133	Left; down hallway; down stairwell; out the door (do not go into first floor).
F-134	Left; down hallway; down stairwell; out the door (do not go into first floor).
F-135	Left; down hallway; down stairwell; out the door (do not go into first floor).
F-136	Left; down hallway; down stairwell; out the door (do not go into first floor).
F-137	Straight ahead down hallway; down stairwell; out the door (do not go into first floor).

F-138	Left; down hallway into F-section; left passing through F-section to bridge stairwell; down stairs into Main Concourse; left out the doors.
F-140	Left; down hallway into F-section; left passing through F-section to bridge stairwell; down stairs into Main Concourse; left out the doors.
G-102	Left; down stairwell; out the door (do not go into first floor).
G-103	Right; down hallway; down stairwell; out the door (do not go into first floor).
G-104	Left; down hallway; down stairwell; out the door (do not go into first floor).
G-105	Left; down hallway; down stairwell; out the door (do not go into first floor).
G-106	Left; down hallway; down stairwell; out the door (do not go into first floor).
G-113	Left; right down hallway; left down stairwell; out the door.
G-116	Right; left at corner; down stairwell; out the door to Faculty Parking Lot.
G-117	Right; left at corner; down stairwell; out the door to Faculty Parking Lot.
G-118	Right; down hallway; down stairwell; out the door (do not go into first floor).
G-119	Right; down hallway; down stairwell; out the door (do not go into first floor).
G-121	Right; left at corner; down stairwell; out the door to Faculty Parking Lot.
G-122	Left; left at corner down hallway; right at corner down hallway into F-section; left to F stairwell; down stairs; out the door (do not go into first floor).
G-123	Left to corner; right down hallway into F-section; left to F stairwell; down stairwell; out the door (do not go into first floor).
G-124	Left to corner; right down hallway into F-section; left to F stairwell; down stairwell; out the door (do not go into first floor).
G-125	Left to corner; right down hallway into F-section; left to F stairwell; down stairwell; out the door (do not go into first floor).
G-127	Across hallway; down hallway; dogleg to stairwell; down stairwell to Faculty Parking Lot.
G-129	Right; down hallway; dogleg to stairwell; down stairwell to Faculty Parking Lot.
G-132	Left; down hallway into F-section; left passing through F-section to bridge stairwell; down





# EVACUATION PROCEDURES

- When an evacuation is called, leave the building immediately and escort your class to the **football field**.
  - If you do not have a class when the evacuation is called, help the exit procedure by assisting in any way possible as you yourself are exiting.
  - If you are near a restroom, check it quickly to make sure that no one is staying in the restroom.
  - When you exit your room, make sure all of the windows are shut, turn off the lights, and shut your classroom door.
  - To help alleviate congestion and to assist in clearing the building quickly, please escort students out of the building using the routes below:
    - A, B, & C Sections: exit through the front door by the Attendance Office, take the baseball staircase down to the baseball field and continue to the football field stands.
    - D & F Sections: Exit through the Main Concourse doors, take the baseball staircase down to the baseball field and continue to the football field stands.
    - E & G Sections: Exit through the doors to the Faculty Parking Lot, take the softball staircase down the softball field and continue to the football field stands.
    - **\*\*If an exit is blocked, have a 2nd route in mind.\*\***
    - Do not reenter the building until you are given an all-clear message by an administrator.
    - When you reach the football field, immediately take roll,
      - release drivers to the Visitors bleachers
      - bus riders/parent pick-ups to the Home bleachers.
      - If anyone is unaccounted for, immediately inform the administrator closest to you.
        - o Ms. Scott, Mrs. Davis and Mr. Seals will be at the football field.
        - o Mr. Senior will be in the press box.
        - o Mr. Archer & Mr. Cunningham will be inside/outside the building working with authorities.
        - o Mr. Adkins will be at the front gate.
        - o Ms. Ward will be in the parking lot.
  - **\*\*Administrators will report unaccounted for students to the Principal.\*\***
- Student Drivers will report to the Visitors Bleachers. Only the student who has a parking pass will be allowed to drive themselves (and siblings listed on their Parking Pass form) off the Hill. No other passengers will be permitted.
- Bus riders/Parent Pick-Ups will report to the Home bleachers, await buses and be called by bus number from the stands.
- Daycare (staff and children) will report to the Green Building.
- Once roll has been taken and students have been sent to their respective bleachers, teachers should report to their assigned supervisory locations:
  - o Visitors Bleachers—Math Department
  - o Home Bleachers—Social Studies & English Departments
  - o Concession Stand/Facilities Building—Science Department
  - o Green Building/Facilities Building—Special Education
  - o Student Parking Lot—Art & World Languages Departments
  - o Staircases/Bowl (Assisting students as they are dismissed)—CTE Department

# CABELL COUNTY POLICY NOTIFICATION

(Please review all policies listed to learn rights and responsibilities of school community members)

## **WV Code §49-2-803 Persons mandated to report suspected abuse and neglect; requirements**

- Any school teacher or other school personnel who has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect shall immediately, and not more than twenty-four hours after suspecting this abuse or neglect, report the circumstances or cause a report to be made to the Department of Health and Human Resources.
- Any school teacher or other school personnel who receives a disclosure from a witness, which a reasonable prudent person would deem credible, or personally observes any sexual contact, sexual intercourse or sexual intrusion of a child on school premises or on school buses or on transportation used in furtherance of a school purpose shall immediately, but not more than 24 hours, report the circumstances or cause a report to be made to the State Police or other law-enforcement agency having jurisdiction to investigate the report

## **Policy 3122.01/4122.01- Drug Free Workplace**

- It is the policy of the Cabell County Board of Education to ensure that its workplaces are free of illegal drugs, alcohol, and controlled substances and free of persons under the influence of any drug except as prescribed for the individual employee and taken as prescribed for the individual employee. This policy outlines reporting requirements and disciplinary consequences for violating the drug free workplace policy. The policy also notifies employees about reasonable suspicion testing for employees who are suspected of violating the policy.

## **Policy 3210/4210 – Employee Code of Conduct**

- The purpose of the Employee Code of Conduct is to establish appropriate standards of conduct for all Cabell County professional personnel.
- This policy also requires that Cabell County professional employees respond immediately and consistently to incidents of bullying, harassment, intimidation, substance abuse, and/or violence or any other code of conduct violation that impacts negatively on students in a manner that effectively addresses incidents, deters future incidents, and affirms respect for individuals.

## **POLICY 7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

- Video Surveillance/Electronic Monitoring Devices are used at this school.

## **POLICY 5500 - STUDENT CODE OF CONDUCT**

- The purpose of this policy is to classify inappropriate student behavior and to identify appropriate and meaningful interventions and consequences for violations

## **POLICY 5600 - STUDENT DISCIPLINE**

- The policy sets forth unacceptable behaviors that undermine a school's efforts to create a positive school climate/culture.

## **POLICY 3362/4362- ANTI-HARASSMENT AND VIOLENCE**

- No student, staff member or member of the public, during any school related activity or during any education sponsored event, whether in a building or other property used or operated by the Board or in another facility being used by the Board, shall engage in sexual, racial or ethnic/religious harassment or violence.

## **POLICY 3362.02/4362.02 - ANTI-HARASSMENT OF PERSONS WITH A DISABILITY**

- To maintain an education and work environment which is free from harassment of a person with a mental, physical, developmental, or sensory disability

## **POLICY 5772 – WEAPONS**

- The Board prohibits students from possessing or carrying or causing the possession or carrying of any firearm or other deadly weapon on any setting that is under the control and supervision of the Board.

Please visit [www.cabellcountyschools.com](http://www.cabellcountyschools.com) to review all policies for further information.

# HTOWN *what to do* YOU KNOW



HHS has adopted student, staff, and administration expectations to implement multi-tiered systems of support to improve communication, behavior, attendance, and climate.

# GLOSSARY OF TERMS/ACRONYMS

**Acknowledgments**-recognitions provided to students that display desired school-wide expectations.

**ATS**- Alternate to Suspension

**CFA** – Common Formative Assessments

**CICO** – Check In/Check Out – A student who may need extra supports from a mentor. A student/staff member can meet each morning to “check-in” and discuss goals for the day and “check-out” at the end of the day to decompress and discuss how the day went.

**CSI**-Comprehensive Support & Improvement

**ICLE**- International Center for Leadership in Education

**LEA**- Local Education Agency (a public board of education)

**LSIC**- Local School Improvement Council

**MTSS**- Multi-Tiered System of Supports (MTSS-B)- B- Behavior

**PBIS**- Positive Behavioral Interventions and Supports

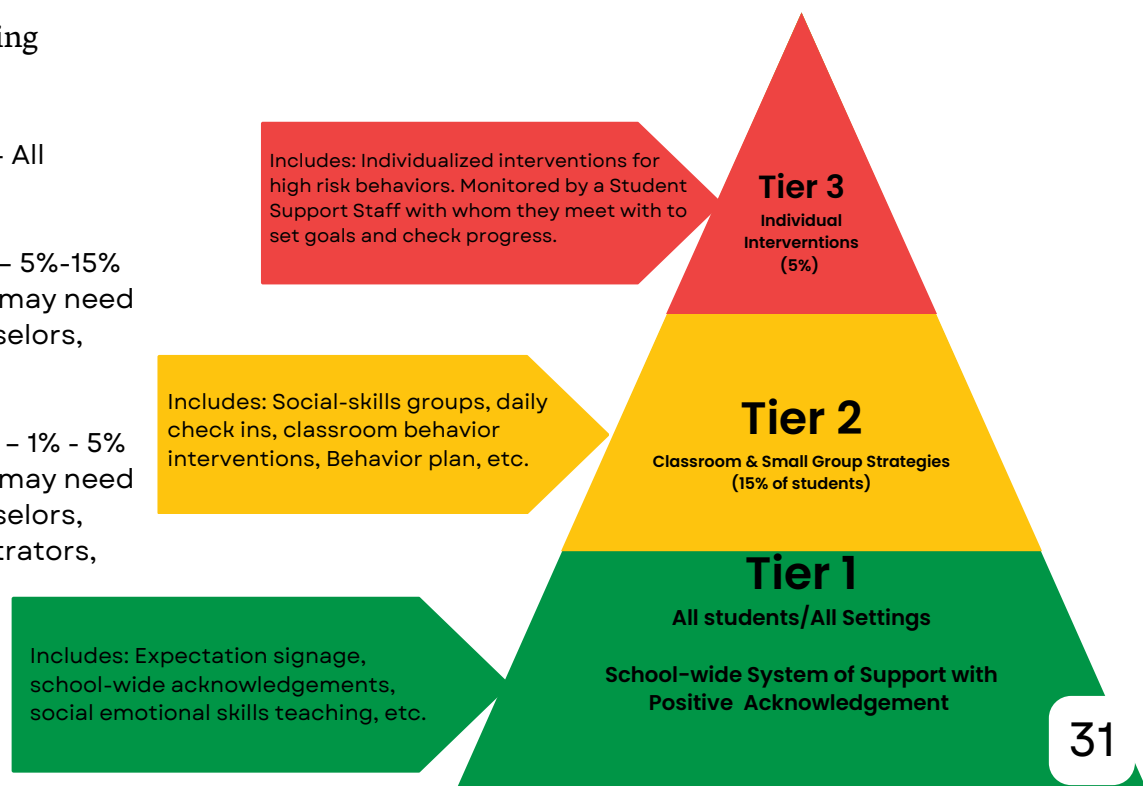
**PLC**-Professional Learning Community

**SEL**- Social Emotional Learning

Tier I -Students/Interventions – All students.

Tier II- Students/Interventions – 5%-15% of the student population who may need additional supports from counselors, interventionists, etc.

Tier III -Students/Interventions – 1% - 5% of the student population who may need additional supports from counselors, student support staff, administrators, interventionists, etc.



## ADMINISTRATION EXPECTATION MATRIX

HTOWN	Class	Café	Library	Hallway	Auditorium/Gym / Events	Restroom	Bus/Dismissal
HONORABLE	Be in constant communication with all stakeholders, reinforce discipline policies, and consistently hold staff and students to non-negotiables.	Be actively monitoring staff on duty and positively interact with staff and students.	Be cognizant of library schedule and ensure staff follows scheduling procedure. Ensure the library is accessible and welcoming for everyone.	Be visible as much as possible and ensure staff is actively on assigned duties.	Be actively present during events to ensure appropriate behavior of students and staff, assist staff during events and assemblies and communicate and uphold staff expectations	Be an active monitor of restrooms, ensure cleanliness and hold staff accountable for assigned duties.	Be present and visible during dismissal to ensure staff is arriving and departing at assigned times, make sure students are only in permitted areas and that staff is actively on assigned duties.
TEAM-PLAYER	Be aware of all classroom that may need coverage, effectively communicate with families, students, and staff; facilitate creation and implementation of common assessments and create clear expectations on use of formative assessment data.	Be supportive of kitchen and custodial staff and aware of any cafeteria violations which may need to be addressed.	Be attentive to the library rules and schedule.	Be an active participant in monitoring the hallway in between classes, be aware of assigned duties, and acknowledge students.	Be energetic and show school spirit while actively monitoring aisles and bleachers, assisting staff, and by ensuring that all events are listed on the Highlander Weekly.	Be attentive to monitoring the bathroom.	Be present and visible at designated student waiting areas.
	RESOURCE OFFICER - Engage with classrooms to build relationships.	RESOURCE OFFICER - Be visible during both lunches and help admin.	RESOURCE OFFICER - Engage with students and librarian to build relationships.	RESOURCE OFFICER - Walk hallways. Be known, be present.	RESOURCE OFFICER - Be in attendance and visible.	RESOURCE OFFICER - Complete random walkthroughs.	RESOURCE OFFICER - Be visible at random student wait areas.
OPTIMISTIC	Be positive, providing feedback following walkthroughs and observations, asking teachers questions to clarify, showing confidence in the teacher and supporting discipline referrals.	Be personable with a variety of students having casual and meaningful interactions with students and develop relationships.	Be encouraging to students and staff to utilize resources appropriately.	Be present and enthusiastic with students and staff encouraging people to be in the proper location.	Be purposeful with assemblies, attending events, showing pride in performances/presentations, encouraging school spirit.	Be supportive of staff with presence and consistency and discipline referrals.	Be active, assisting students in having a positive end to their day.
				RESOURCE OFFICER - Engage with students throughout the school.			
WELL ROUNDED	Be approachable, frequently visit classrooms to engage with students and faculty in addition to observations.	Be positive when interacting with diverse groups of students, move about the area while monitoring and engaging with students.	Be cognizant of library schedule and ensure the space is used respectfully.	Be present in assigned hallway between classes and before school, support teachers by assisting with hall sweeps.	Be present when students are attending a presentation, ensure staff follow assigned duties, engage with students in a positive manner, and enforce staff expectations.	Be available for restroom monitors when assistance is needed.	Be positive when interacting with students, follow assigned duties.
NURTURING	Be in classrooms weekly to provide meaningful feedback, engage stakeholders in decision-making, provide support for discipline in the classroom, and establish a healthy school climate.	Be an effective communicator with kitchen staff.	Be sure to provide adequate and communicate with librarian and library aids.	Be present during class change, positively engage staff and students, and encourage everyone to keep halls clean.	Be present during events, encourage positive behavior, and promote interest in diverse school events.	Be supportive of teachers monitoring restrooms.	Be present at designated locations, promote positive interactions, assist students in finding buses, and communicate with bus drivers.



# STAFF EXPECTATION MATRIX



HTOWN	Class	Café	Library	Hallway	Events	Restroom	Bus/Dismissal
HONORABLE	Be on time and prepared to work, treat each student fairly and with consistency, build relationships with each student, and promote diversity.	Be mindful of school policies and reinforce appropriate behavior.	Be mindful and respectful of library procedures.	Be a role model while performing assigned duties and present for students between classes.	Be present while monitoring students and limit distractions.	Be respectful of others privacy, use proper hygiene and keep the space tidy.	Be on time during arrival and departure at school and modeling appropriate behavior.
TEAM-PLAYER	Be an active member of a collaborative team helping create common formative assessments and take advantage of professional development opportunities.	Be active, reminding students to keep things orderly.	Be adherent to the schedule and communicate with the librarian.	Be encouraging to students to move with a purpose and offer assistance where needed.	Be prideful and show school spirit.	Be mindful of others time.	Be cognizant if coverage is needed.
OPTIMISTIC	Be open to administrative input and constructive criticism, use positive language with compassion, appeal to a variety of learners, and show confidence in administration.	Be engaging with new people, make meaningful connections, greet other staff, administration, and students, promote positive interactions with students and coworkers.	Be respectful of the space, welcome a variety of patrons, use resources wisely.	Be in the proper location, adhere to time constraints, strive to have positive interactions with colleagues and students.	Be encouraging to presenters, monitor your area, join administration in promoting school spirits, stay positive.	Be a model for positive behavior, do your business quickly.	Be patient in the parking lot, interact with students in a positive manner.
WELL-ROUNDED	Be proficient and up to date in your area of expertise, be flexible in delivery of content, and incorporate other content areas, when possible.	Be a role model for appropriate social etiquette.	Be respectful of the space.	Be positive and welcoming when engaging with students and be aware of surroundings.	Be a role model for appropriate behavior for audience members, engage with students at events, and keep an open mind.	Be in the appropriate area for monitoring restroom use.	Be aware of students waiting to board, remind students of the safety procedures, and model positive interactions and farewells.
NURTURING	Be positive during interactions with students, encourage involvement in school activities, and be understanding of student situations.	Be welcoming and helpful.	Be willing to guide students in learning and researching.	Be at your door or duty greeting students.	Be present at school events and encourage student attendance.	Be proactive in maintaining facilities and supplies.	Be helpful to students finding busses and be aware of time.



## STUDENT BEHAVIOR MATRIX



HTOWN	Class	Café	Library	Hallway	Events	Restroom	Bus/Dismissal
HONORABLE	Be productively present, punctual, produce original work, and accountable for themselves.	Be clean and tidy, gracious and mannerly.	Be purposeful and leave your area the way you found it.	Be aware of your surroundings, use appropriate voice level, and respect those around you.	Be respectful to those around you, adhere to school policies, and engage appropriately with presenter.	Be respectful of others' privacy, keep the area clean and use it for its intended purpose.	Be respectful to the security guard, board your assigned transportation, and abide by traffic rules.
TEAM-PLAYER	Be helpful to others, be flexible, work collaboratively when instructed, and create a safe space for others.	Be respectful of others space and belongings, and return your tray to the appropriate place.	Be aware of others sharing the space and adhere to the library and bell schedule.	Be moving with purpose, use appropriate school language, walk on the right, report hazards and spills, and have your hall pass visible.	Be attentive to the event and show school pride.	Be quick, wash your hands, and go only when necessary.	Be prompt to designated location and be attentive and ready to board.
OPTIMISTIC	Be actively engaged, bring a growth mindset, and contribute to a positive learning environment.	Be positive, and look forward to socializing in a respectful manner.	Be welcoming, inclusive, and collaborate in a positive manner.	Be aware of personal time and space use class time wisely.	Be inclusive and spirited fans or audience members who show gratitude.	Be where you are approved to be; check in with teacher and restroom monitor.	Be eager to socialize and use an appropriate voice level.
WELL-ROUNDED	Be ready to learn, embrace diversity, and develop strong communication skills (writing, listening, speaking).	Be socially inclusive, choose healthy options, and maintain self-awareness.	Be open to using various resources and use appropriate language, tone, and voice level.	Be on time to your destination and respectful of others by leaving hallways and doorways clear.	Be open to participating and trying new things, and welcome guests and opponents.	Be hygienic, properly dispose of items/trash, and adhere to school rules.	Be considerate of personal space, remain seated, and respect the bus driver
NURTURING	Be kind, encouraging, and supportive and use appropriate voice levels during collaborative groups.	Be patient, give assistance when needed, model anti-bullying behavior.	Be kind to everyone (socially inclusive, invite others).	Be welcoming and courteous to visitors, model antibullying behavior, help others in need, and positively acknowledge others.	Be aware of personal space and use encouraging language.	Be respectful of facilities and report any issues to the bathroom monitor/office.	Be respectful to the bus driver, help others in need of assistance, and respond positively to acknowledgments.

# TEACHER INTERVENTIONS

## for Level I and II behaviors prior to writing a white card

\*every classroom is different, these are only suggestions

Verbal warning

Preferential seating

Private conference with student

Call parent/guardian to discuss situation

Referral to student support (counselor, social worker, CIS, etc.) via email

Allow for reset (hall pass/walk in hallway)

It is recommended to try three interventions and keep a log prior to writing a white card. If a white card becomes necessary include the intervention log for that student.

## INCENTIVES:

There will be attendance/behavior celebrations each midterm and at the end of the 9 weeks. For these celebrations students must meet the criteria below and will have a clean slate each 9 weeks. Only absences and behavior for that 9 weeks will count for these celebrations. Please encourages students to meet these criteria.

	Midterm	End of 9 Weeks
Absences	2 or less days	3 or less days
Behavior	1 or less Level I/ II BehaviorNo Level 3 or 4 discipline	2 or less Level I/II BehaviorNo Level 3 or 4 discipline

## 9TH GRADE PBIS REWARDS

Freshman will be piloting a digital reward program, PBIS Rewards. Through the digital program students will be able to recieve points for meeting H-TOWN expectations in their core classes. These points can be used to “purchase” items from their classroom teachers and the H-TOWN store, qualify for raffles and celebrations.

If you feel a student has gone above and beyond and want to recommend giving them a point let one of their Freshman Academy teachers know.



## Electronic Devices and Cell Phones

Students will **NOT** be allowed to use any\* electronic devices other than their school MacBook while class is in session. Phones, iPads, earbuds, headphones, are not to be used in the classroom during the school day.

Students are not permitted to take their cell phone out when leaving class unless they are leaving for the day.

**If a you see student is in the hall with their cell phone during class time they should receive a discipline referral and may have their phone confiscated.**

When in class, cell phones should be **OFF** and placed in the classroom phone holder or a personal bag.

Headphones will **NOT be allowed to be used during the school day**, except for instructional use in the classroom. This is necessary for safety and educational purposes.

Having a cell phone/electronic device/headphones out during class time will result in a discipline referral.

Staff and/or administration has the right to confiscate a device. Refusal to surrender a device will result in a discipline referral.

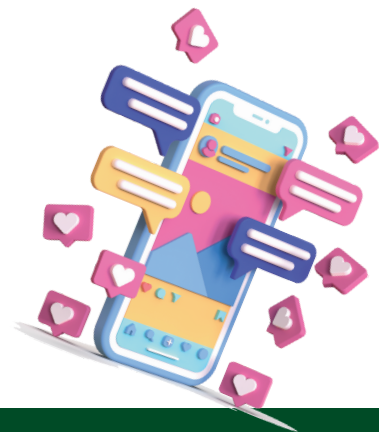
Students may bring their devices to school at their own risk. They should be off and out of sight. The school will not be responsible if they are lost or stolen.

The only time students are permitted to use their cell phones are during class change and lunch.

\*Students with medical devices or special circumstances will be allowed to use necessary equipment with approval from their grade level principal.

More and more studies are showing a correlation between social media usage and high increases in depression, anxiety, hospitalization due to mental health issues, and suicide. The negative affects that social media and cell phone usage are having on our youth are not only distracting to our students' education, but also hurting them mentally. While this is a worldwide issue, we want to work to combat it as much as we can on The Hill.

Furthermore, we want to encourage you to leave your cell phones at home during the school day when possible. This is to help you focus while at school while also giving you time away from social media usage. The majority of our discipline issues have some connection to social media, cyberbullying, or texting. By working to remove the devices that become near constant distractions to our students, we are also working to relieve them of any issues that may arise from these apps during the school day.



## **Discipline Referrals**

For level I discipline referrals teachers can assign students up to two lunch detentions per incident. Please make sure to put those scheduled days on the referral in WVEIS and follow protocol on assigning days.

## **Inappropriate Behavior Levels as Defined by WVDE**

Level 1: Minimally Disruptive Behaviors disrupt the educational process and the orderly operations of the school but do not pose a direct danger to self or others.

Level 2: Disruptive and Potentially Harmful Behaviors disrupt the educational process and/or pose potential harm, danger, or educational detriment to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

Level 3: Severely Disruptive, Imminently Dangerous, Illegal, and/or Aggressive Behaviors are willfully committed and are known to be illegal and/or harmful to people and/or property. (Specific level 3 behaviors are outlined in W. Va. Code §18A-5-1a (c) and the principal shall address these inappropriate behaviors accordingly.)

Level 4 Safe Schools Act Behaviors are defined in W. Va. Code §18A-5-1 and §18A-5-1a. These laws require that the principal, county superintendent, and county board of education address Level 4 behaviors in a specific manner as outlined in W. Va. Code §18A-5-1a.

Level 4: W. Va. Code §§18A-5-1 and 18A-5-1a require mandatory out-of-school suspension by the principal and mandatory expulsion for a period of not less than twelve (12) consecutive months by the county board of education for possession of a deadly weapon, battery on a school employee, or sale of a narcotic drug.

### **Battery on a School Employee**

A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee or causing physical harm to a school employee as outlined in W. Va. Code §61-2-15(b). A student who violates this code section may be suspended and expelled.

### **Felony**

A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in W. Va. Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson as outlined in W. Va. Code §61-3-1; malicious wounding and unlawful wounding, as outlined in W. Va. Code §61-2-9; bomb threat, as outlined in W. Va. Code §61-6-17; sexual assault, as outlined in West Virginia Code §61-8B-3; terrorist act or false information about a terrorist act, hoax terrorist act, as outlined in W. Va. Code §61-6-24; and grand larceny, as outlined in W. Va. Code §61-3-13. The principal shall suspend a student from school or from transportation if the principal determines the student committed an act or engaged in conduct that would constitute a felony. If a student is suspended, the principal may request that the superintendent recommend to the board the student be expelled.

### **Illegal Substance Related Behaviors**

A student will not sell or distribute a narcotic drug as defined in W. Va. Code §60A-1-101 on the premises of an educational facility, at a school-sponsored function, or on a school bus. A student guilty of this behavior shall be suspended and expelled.

A student will not unlawfully possess, use, be under the influence of, distribute, or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, any other substance included in the Uniform Controlled Substances Act as described in W. Va. Code §60A-1-101, et seq., or any paraphernalia intended for the manufacture, sale, and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of W. Va. 126CSR25A, WVBE Policy 2422.7, Standards for Basic and Specialized Health Care Procedures, and instances of prescription drug abuse. The principal shall suspend a student from school or from transportation for possession of a controlled substance governed by the Uniform Controlled Substance Act. The principal determines consequences for other violations listed herein.

### **Possession and/or Use of Dangerous Weapon**

According to W. Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W. Va. Code §61-7-2, on any school bus, on school property, or at any school-sponsored function as defined in W. Va. Code §61-7-11a.

As defined in W. Va. Code §61-7-2, a "dangerous weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, revolver, or other firearm. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. The student shall be suspended and expelled for violating W. Va. Code §61-7-11a.





# In the Classroom

## **H** Honorable

Be proactive with expectations (put phone up upon arrival), punctual, & produce original work

## **T** Team-Player

Be helpful, flexible, & work collaboratively

## **O** Optimistic

Be productively present, bring a growth mindset, & positively contribute to learning

## **W** Well-Rounded

Be accountable for self, embrace diversity, & develop strong communication skills

## **N** Nurturing

Be supportive, encouraging, & use appropriate voice levels for task





# In the Cafeteria

## **H** Honorable

Be tidy, gracious, & mannerly

## **T** Team-Player

Be respectful of others space  
& return your tray

## **O** Optimistic

Be positive & socialize in a  
respectful manner

## **W** Well-Rounded

Be socially inclusive, choose  
healthy options, & maintain self-  
awareness

## **N** Nurturing

Be patient, give assistance when  
needed, & model anti-bullying  
behavior





# In the Library

## **H** Honorable

Be purposeful & leave your area the way you found it

## **T** Team-Player

Be aware of others and adhere to library & bell schedule

## Optimistic

Be welcoming, inclusive, and collaborate in a positive manner

## **W** Well-Rounded

Be open to using various resources and use appropriate language, tone, and voice level

## **N** Nurturing

Be responsible with borrowed materials





# In the Hallway

## **H** Honorable

Be aware of your surroundings & have hall pass visible

## **T** Team-Player

Be on the right side, report hazards, & leave hall/doorways clear

## **O** Optimistic

Be on the move with a purpose & encourage others to do the same

## **W** Well-Rounded

Be on time to your destination & use appropriate language & voice level

## **N** Nurturing

Be helpful, respectful, & positively acknowledge others





# During Events

## **H** Honorable

Be respectful, adhere to school policies, and engage appropriately with presenter(s)/player(s)

## **T** Team-Player

Be attentive to the event and show school pride

## **O** Optimistic

Be inclusive and spirited fans/audience members who show gratitude

## **W** Well-Rounded

Be ready to participate, try new things, and welcome guests and/or opponents

## **N** Nurturing

Be aware of personal space and use encouraging language





# In the Restroom

## **H** Honorable

Be respectful of others' privacy, keep the area clean, use for intended purpose

## **T** Team-Player

Be quick, wash your hands, and go only when necessary

## **O** Optimistic

Be where you are approved to be, first check in with your teacher, and check in with restroom monitor

## **W** Well-Rounded

Be hygienic, properly dispose of trash, and adhere to school rules

## **N** Nurturing

Be respectful of facilities and report any issues to the bathroom monitor/office





# During Dismissal

## H Honorable

Be respectful to the security guard, board your assigned transportation, and abide by traffic rules

## T Team-Player

Be prompt to designated location and be attentive and ready to board

## O Optimistic

Be eager to socialize and use an appropriate voice level

## W Well-Rounded

Be considerate of personal space, remain seated, and respect the bus driver

## N Nurturing

Be helpful to those in need and have patience